



# Contract Management Template

18 Nov 2024 / Emery Wintheiser

**Complete**

<b>Score</b>	0 / 0 (0%)	<b>Flagged items</b>	0	<b>Actions</b>	1
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**Prepared by** Emery Wintheiser

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**Conducted on** 18.11.2024 14:30 PST

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**Location** 3012 N 1st Ave, Durant, OK 74701,  
USA  
(34.019025, -96.3723584)

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**Actions**

1 action

Contract Specific

**Date of Next Contract Review**

01.07.2025 08:00 PST

**To do** | Assignee: Latte Norwich | Priority: Low | Due: 01.07.2025 08:00 PST | Created by: SafetyCulture Staff

Ensure contract review

Hi Norwich, Please ensure that all the necessary details will be reviewed.

## Contract Details

### Contract Title

Supply Agreement for Steel Components

### Contract Number

CON-2024-00123

### Parties Involved

#### Parties Involved 1

#### Name of the Party

ABC Manufacturing Company

#### Parties Involved 2

#### Name of the Party

XYZ Metals Corporation

### Effective Date

01.01.2025 08:00 PST

### Expiration Date

01.01.2026 08:00 PST

### Contract Value (in USD)

3500000

**Objectives**

Establish a long-term partnership for the reliable supply of high-quality steel components.  
Ensure cost efficiency and timely delivery to support ABC Manufacturing's production lines.  
Promote sustainable sourcing and compliance with industry standards.

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**Scope of Work**

Products to Be Supplied:

Cold-rolled steel sheets (various grades).  
Custom-machined steel components for industrial machinery.  
Quantity Commitments:

Minimum monthly order: 200 metric tons.  
Maximum monthly order: 400 metric tons.  
Delivery Terms:

Delivered Duty Paid (DDP) to ABC Manufacturing's facilities.  
Standard lead time: 10 business days from the order date.  
Support Services:

Provision of technical support for quality inspections.  
Quarterly performance review meetings.

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**Key Performance Indicators**

On-Time Delivery Rate:  $\geq 95\%$ .  
Product Quality Compliance:  $\geq 98\%$  adherence to specifications.  
Order Fulfillment Accuracy:  $\geq 99\%$ .  
Response Time for Issue Resolution:  $\leq 48$  hours.

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**Terms and Conditions**

Please see attached file for full terms and conditions.

[Contract Terms and Conditions.pdf](#)

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**Compliance Requirements**

Supplier must adhere to ISO 9001 quality management standards.  
Supplier must comply with all applicable environmental regulations, including EPA guidelines.  
Documentation for compliance with the Conflict Minerals Rule must be provided annually.

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**Amendment Procedures**

Proposal:

Either party may propose amendments in writing.

Negotiation and Approval:  
Amendments must be mutually agreed upon and signed by authorized representatives.

Documentation:  
All changes must be documented as formal addenda to the original contract.

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**Contract Feedback**

Please see attached feedback for full details.

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01.07.2025 08:00 PST

**To do** | Assignee: Latte Norwich | Priority: Low | Due: 01.07.2025 08:00 PST | Created by: SafetyCulture Staff

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Ensure contract review

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## Signatories

Party Representatives

Party Representatives 1

### Signature of the Party Representative

*Marcelino DuBuque* Marcelino DuBuque  
29.11.2024 15:22 PST

### Designation

Chief Procurement Officer

### Name of Company

ABC Manufacturing Company

Party Representatives 2

### Signature of the Party Representative

*Lois Kuphal* Lois Kuphal  
29.11.2024 15:22 PST

### Designation

Vice President of Operations

### Name of Company

XYZ Metals Corporation

## Media summary

## File summary

[Contract Terms and Conditions.pdf](#)

[Contract Feedback.pdf](#)